



## CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Friday, January 9, 2009
<b>POSITION TITLE:</b>	Chief, Case Records Services, Division of Adult Institutions	<b>FINAL FILING DATE:</b>	Monday, January 26, 2009
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	01082009_4

### POSITION DESCRIPTION

Under the general direction of the Chief, Institution Operations, the incumbent will be responsible for the overall administration of the statewide Correctional Case Records Services Units.

Duties include, but are not limited to:

- Responsible for compliance with laws, codes, and regulations; establishing program goals and objectives; drafting legislation sponsored by the Department; administering program activities; coordinating field functions; and regularly communicating with outside agencies and stakeholders. Serves as the principal policy maker responsible for developing, recommending, and overseeing the implementation of statewide policies and procedures governing the operation of the case records program. Provides operations oversight of the 24-hour Identification/Warrants Unit, Case Records Training Team, Legal Processing Unit, and Departmental Archives Unit.
- Makes statewide day to day decisions regarding the accurate interpretation of the law regarding inmate/parolee sentences, release and discharge dates, calculation, and maintenance/disclosure of offender records. Ensures compliance with offender registration requirements for sex, arson, and drug offenses, release notifications of violent and sex offenders to law enforcement agencies and victims or witnesses. Principal executive representation on a daily basis with court judges, district attorneys, Attorney General's Office, Legislators, Department of Justice, Governor's Office, Board of Parole Hearings, United States Immigrations and Naturalization Services, and other state and federal criminal justice agencies regarding determinate sentencing and case records.
- Provides consultation to the Directors of Adult Institutions and Adult Parole on records related issues and impacts of proposed policy changes. Represents the Department, in state and national meetings and conferences regarding issues involving the Department's case records system and mutual interests of the Department of Justice and other law enforcement agencies. Serves as the Department liaison with other states and federal governmental agencies, courts, Legislature, etc., on

matters related to the case records operation and state sentencing laws.

- Develops and plans budgetary and legislative considerations. Establishes workload analysis and staffing ratios. Conducts and/or participates in general departmental meetings, programs, and special assignments.
- Provides direct supervision to institutions Correctional Case Records Administrators. Selects, trains, and develops staff. Evaluates staff performance and takes corrective action when necessary.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives

of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

- Experience in the management of a comprehensive program for a large multi-faceted agency or organization, which demonstrates planning, organizing, directing, or coordinating complex programs, and the ability to accurately interpret inmate/parolee sentencing laws.
- Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
- Demonstrated abilities in communicating effectively both orally and in writing; and in representing the Department with various stakeholders such as court judges, district attorneys, Attorney General's Office, Legislators, Department of Justice, Governor's Office, Board of Parole Hearings, United States Immigrations and Naturalization Services.
- Experience in personnel management and supervision which demonstrated the ability to motivate staff and manage large groups and knowledge of the manager's role in providing equal employment opportunity in the work place.
- Experience in budget management including principles, practices, and methods of fiscal accountability.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Department of Corrections, Parole Administrator I, Adult Parole, Program Administrator, Correctional School, or Youth Authority Administrator,

including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Case Records Services, Division of Adult Institutions**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria.

## **FILING INSTRUCTIONS**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed below for Executive Recruitment and Appointments.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Executive Recruitment &  
Appointments  
1515 S Street, Room 108-N, Sacramento, CA 95811  
Renee Pettis | 916-445-9287 | [Renee.Pettis@cdcr.ca.gov](mailto:Renee.Pettis@cdcr.ca.gov)

## **ADDITIONAL INFORMATION**

### **\* PENDING CONTROL AGENCY APPROVAL**

**\*\*** The monthly salary range of \$7,815 – \$8,616 may include a pay differential. The amount of the pay differential is not subject to CalPERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential will become subject to CalPERS retirement provisions beginning the 13th month of consecutive employment.

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>